

**Phoenix Program**  
**Process Definition – LABOR DISTRIBUTION**

Process	<b><i>Query of Records that Require Labor Distribution</i></b>
Process Number	<b><i>LD – 003</i></b>

***Description of Process***

This process identifies records that require distribution.

***Input to Process***

Query of temporary tables DX\_PAY\_CHECK and DX\_PAY\_RECEIVED.

***Output of Process***

Results sent to screen which can then be printed or imported to a spreadsheet package such as Excel.

***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

***PeopleSoft Panel Groups being Used***

Function	Panel Group
	PS/Query (query name is LD2191-Distribution Required)

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***Business Process Description***

<b>Process Description</b>	<b>Responsibility (Agency/Centralized)</b>
Step 1 Batch process of SAR 575 is completed successfully.	Agency
Step 2 Retrieve and execute query on temporary table DX_PAY_RECEIVED.	Agency
Step 3 User has the option of printing the output of the query and/or importing it to a spreadsheet package such as Excel.	Agency
Step 4	

***Forms Used with Process (#)***

None
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***Process Flow Diagram (if appropriate):***



**Process Signoff**

Tested By  
Date Tested